

# **Diabetes Partners in Action Coalition**

## **Standing Governance Committee Charter**

### **Governance Committee Sponsor**

*Who:* The DPAC Board

*Their Role:* One Co-Chair from the DPAC Board will sit on this committee.

### **Governance Committee Identity (Name)**

How this Committee will be known: **DPAC Governance Committee**

Tag Line: Developing and sustaining leadership for the future of DPAC

### **Governance Committee Authority**

*Leadership of the Committee:*

The leadership of the Governance Committee will be selected by committee members annually.

*What this committee can do:*

The Governance Committee prepares and presents a slate of the DPAC Board to be voted upon by the membership.

The Governance Committee recommends to the DPAC Board the following:

- Board member job description
- Board member nomination criteria
- Board officers' job description
- Board officers' nomination criteria
- Board development activities (to be scheduled at board meetings)
- Board orientation and training
- Governance Committee member criteria
- Membership Committee member criteria

*What this Committee cannot do:*

The Governance Committee cannot approve any of the above. Approval can only be given by the DPAC Board.

### **Governance Committee Mission (Purpose)**

The Governance provides oversight on matters related to the structure and governance of the organization. The Governance Committee will oversee issues including but not limited to bylaws, nominations and elections, leadership succession, and other issues related to the Board.

### **Governance Committee Vision (Desired Outcomes)**

The Governance Committee will work toward developing strong board leadership to lead the Coalition to thrive and achieve its mission.

*Approved by DPAC Board  
March 14, 2006  
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### **Governance Committee Membership**

This committee shall be comprised of a Co-Chair, two members of the Board and other members from up to four DPAC members that are not represented on the board.

The DPAC Board of Directors will review the composition of this committee annually. Appointment to this committee will be for up to a 3 year term, and membership will be staggered. Orientation and training will be provided to any new committee members. The Board will encourage past Board members to be active in this committee and consider this committee an opportunity to encourage potential leaders to serve.

### **Governance Committee Key Responsibilities**

- Succession Planning for DPAC– this committee will ensure a process for identifying and preparing leaders. (i.e. leaders for the DPAC Board, leaders for Committees)
- Recruitment of new Board members – this committee will oversee the nominations process and ensure the criteria for board members is accurate and current. Recruit board members based on current stage of board development.
- Orientation/training of new Board members – this committee will develop, maintain and ensure implementation for orientation and training for new Board members.
- Board Member/Officers/Committee/Workgroup Job Descriptions – this committee will develop and maintain accurate and current job descriptions for the above positions.
- Evaluation of the Board – this committee will ensure the process and implementation of evaluation of the DPAC Board.
- Agenda and Reporting Format – this committee will recommend a standard agenda and reporting format to be used for all Board, Committee and Workgroup meetings.
- Review of DPAC's Governance and structure – this committee will review and recommend, when necessary, changes in the governance and/or structure of the Board. This will include any charter changes.

### **Governance Committee Decision-making**

This committee will use *consensus* decision-making that is defined as a decision that everyone is willing to live with and actively support. The fallback, if consensus is not reached, will be a simple majority of the committee.

### **Governance Committee Communication**

The Governance Committee will communicate as documented in the Communication Action Register from each meeting with DPAC membership, DPAC Board, officers, and staff. The purpose of the communication will be to provide information on the work of the committee and to seek input and feedback as needed.